

Southeastern Virginia Training Center LHRC Meeting  
January 23, 2013

Committee Members Present:

Karen Richardson, Chair  
Mark Douglass, Vice-Chair  
Sam Moore

Guests:

Luan Thomas, Support  
Stewart Prost, Advocate

Affiliates Present:

Felicia Cambridge	Coops Vision
Andrea Bond	Care Group Company
Jacqueline Neville	Everyday Angels
Jean White	Creative Living Community Services, LLC
Nicole Richardson	Creative Living Community Services, LLC
Kwame Edusei	Achievers Counseling Services
Leonilo Gloria	Casa de Gloria

Affiliates Absent:

Nancy Greene          In Caring Hands

See the attached chart for a listing of those providers who did not submit a quarterly report.

I.      Call to order

The meeting was called to order by Karen Richardson, Chair.

II.     Approval of agenda

The agenda was presented by the chair. A motion was made to accept the agenda; it was seconded and approved with all in favor.

III.    Approval of minutes

The minutes of the last meeting were discussed. A motion was made and seconded to accept the minutes.

IV.    Public Comment

There were no public comments.

V. Advocate's Report

Mr. Prost began by complimenting the committee on their creative efforts to fill the vacancies on the committee with advertisement in Volunteer Tidewater and Volunteer Match as well as Craigslist.

He then explained to the providers that the exclusion and restraint form is to be completed annually, even if the license has not yet been issued, and then sent to Mary Clair Ohara in Richmond.

He reminded the providers that by signing the cooperative agreement they agreed to meet all the obligations set forth by the committee. He talked specifically about the following items

- 1) Each provider must submit a quarterly and annual report by the date required. He monitors these reports and if anyone fails to submit the form by deadline he will communicate that to the licensure personnel who could cite them for the omission.
- 2) Each provider is required to attend the LHRC meeting as scheduled, which is every six months. Submission of the report is not enough if you are scheduled to attend in person.
- 3) Completion of the reports. Some providers have incorrectly identified the Name of Provider LHRC Liaison. They should list the name of the staff who attends the meetings. He also reminded the providers that investigative reports should not be attached to the quarterly reports since they will include names of clients. Any identifying information, such as names, should not be sent by email to anyone. A report should be faxed or mailed separately to maintain HIPAA standards. A report can be delivered by hand if the provider attends the meeting.

He then reviewed his bimonthly report, which is included in these minutes.

CHRIS (Comprehensive Human Rights Information System) will be used by providers to report allegations of abuse, complaint, death or serious injury. The report will be faxed to the advocate's office in Williamsburg. Implementation will begin in 3 phases. Phase 1 will include state facilities and CSB's and should begin February 1. Phase 2 will include Providers of ID services and should begin March 1. Phase 3 will include Mental Health and Substance Abuse and should begin in May or June.

Mr. Edusei asked how he could get submit the report in a timely manner if neither his counselor nor the parent mentioned a problem to him for several days. Mr. Prost said that his employees and families should be reminded of the reporting procedure listed in his policy. If the policy doesn't mention how to report a complaint it should be revised to say that complaints go to the director.

Ms. Richardson asked if the information is available on the website. Mr. Prost answered that any provider who doesn't have the information can contact him.

## VI. New Business

A representative for each provider present submitted their quarterly report.

### SEVTC LHRC Provider Quarterly Report Summary of Human Rights Activities 2012

january 2013.xls - Microsoft Excel																									
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V		V	
			Status of Allegation of A/N			Total of Alleged Counts								Total of OccurredCounts								# of Clients Served			
1	Provider Name	Date	Alleged	Pending	Closed	P	S	V	N	PP	E	O	R	P	S	V	N	PP	E	O	R				
2	Achievers Counseling Services	4th	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9		
3	Care Group																					0			
4	Casa de Gloria Residential Ser	4th	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
5	Coop's Vision																					0			
6	Creative Living Community Ser	4th	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
7	Everyday Angels																					0			
8	In Caring Hands	4th	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
9	LightHouse Community Center	4th	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	31		
10	Moving Forward Family Service	4th	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
11	RIZE, LLC	4th	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5		
12	SEVTC	4th	4	1	6	2	0	3	1	0	0	2	0	1	0	1	1	0	0	0	0	0	92		
13	Specialized Youth Services	4th	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
14																									
15	Vigilant Mindz		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
16																									
17	Provider seen in closed session =0																								
18																									
19																									
20																									
21	Key:																								
22	A/N=Abuse and Neglect																								
23	P=Physical																								
24	S= Sexual																								
25	V= Verbal																								
26	N= Neglect																								
27	PP=Peer to Peer																								
28	E= Exploitation																								
29	O= Other																								
30	R= Restraint																								

The committee went into executive session pursuant to the Virginia Code Section 2.2-3711 A (4) for the purpose of reviewing limited or restrictive behavioral programs and to conduct committee applicant interviews.

Sharon Chapel was interviewed by the committee. Each member asked the questions provided by Mr. Prost and scored her answers.

Kimberly Hill was interviewed by the committee. Each member asked the questions provided by Mr. Prost and scored her answers.

The committee also reviewed one restricted program for a person living at SEVTC. The program had been reviewed by the SCC as a modification and the interdisciplinary team asked that LHRC review it as soon as possible.

A motion was made to accept the information given during closed Executive Session and go into open session. All members present voted in favor of the motion. Upon reconvening in open session, each

member certified that, to the best of each their knowledge, only public business matters lawfully exempted from statutory open meeting requirements, and only public business matters identified in the motion to convene the executive session were discussed in the executive session.

A motion was made to approve the program reviewed. It was seconded and all voted in favor.

After a brief deliberation the committee members agreed that both applicants would be recommended for membership to the SHRC. Mr. Prost agreed that he would ask to be added to the agenda for the next meeting on March 8 and would present both applications for consideration.

#### VIII. Next Meeting date

The LHRC meets monthly at SEVTC. The next meeting date is February 20th at 9:00 am. If you need to be added to the agenda to meet with the LHRC contact Luan Thomas.

#### IX. Adjournment

There being no further business, the meeting was adjourned.



November-December,  
2012.doc

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Karen Richardson, Chair